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25 NOV 1968

MEMORANDUM FOR: Planning Officer - Office of ELINT
Office of Computer Services
Office of Special Activities
Office of Special Projects
Office of Scientific Intelligence
Office of Research and Development
Office of Foreign Missile and
Space Analysis Center

SUBJECT: Planning and Programming Bulletin #1

1. The initial Planning meeting pursuant to the preparation of the FY 1971-75 Program will be held in the DDS&T Conference Room (6B60) at 1300 hours, 27 November. Your attendance is requested as well as that of your Budget Officer. The Executive Officer of your office is invited to attend. A brief rundown on the changes and amplification to last year's submission will be discussed as well as this year's timetable. Problems of mutual interest to other offices should be aired in this meeting. Items of specific concern to your office can be discussed with the P&P Branch, Comptroller's Staff, DDS&T in individual consultation or by memo.

2. As a matter of guidance in commencing the preparation of your FY 71-75 submission, the FY 71 resource totals for each office should show approximately the same positions and funds listed in your FY 70 Budget. Any significant increase contemplated for FY 71 should be submitted to the Comptroller Staff for DDS&T approval prior to inclusion in your office submission. The proposed increase will have to be realistic and capable of being defended.

3. As an attachment to this Bulletin, we are including a set of policy and guidance papers entitled, "FY 71-75 CPC Guidance." This folder will be augmented and updated as this campaign rolls on. For the present it contains:

- 1) Proposed table of contents
- 2) Schedule of working days
- 3) A list of the Planning Officers, DD/S&T

**DD/S&T
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- 4) Project outline format
- 5) Schedule of events
- 6) Briefing form (for your information only)
- 7) Office Issues (Title page only--the issues to be resolved will be enumerated as they are established)
- 8) Budget guidance

All of these papers are in draft form and open to discussion. The Project Outline Format is closely akin to the one used last year, and we are anxious to retain this continuity. However, we will be glad to entertain suggestions. The Schedule of Working Days indicates the time remaining until this Office must present the combined DD/S&T Program to OPPB. Adjustment of this listing to fit your need can be made quite easily.

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Comptroller
Directorate of
Science and Technology

Attachment: CPC Guidance

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